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MANAGEMENT DIVISION

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CIA-RDP70-00211R000200120030-2

Chief, Management Staff

Chief, O&M Staff (DD/P Area)

25X1

Area Weekly Report for Period 4 July Through 10 July 1956

1. Accomplishment

a. T/O's Processed:

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	<input type="text"/>	(1) MS-902	NEA	2
		(2) MS-904	SE	2
		(3) MS-905	FE	4
		(4) MS-906	FE	2
		(5) MS-908	IO	1
		(6) MS-909	IO	2
		(7) MS-910	FE	8
25X1A9A	<input type="text"/>	(8) MS-903	EE	4

b. Projects Completed:

	<u>Examiner</u>	<u>Project</u>
25X1A9A	<input type="text"/>	(1) MS 6-29, DD/P Mail Procedure, Employee Suggestion No. 2161.
		(2) MS 6-33, (Pneumatic) Tube System.

c. Other:

In the process of evaluating the DD/P Forms Program (MS Project No. 6-30) the collection of unapproved forms in the RI Division pointed out that 21% of the RI unapproved forms were devoted to reports or feeder reports by division definition. The Chief, RI has appointed a committee of three staff members to review, standardize and reduce the

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amount of such administrative work. The Chief, RI also asked for and received an informal written report on the analysis of the unapproved forms in RI for his use in further elimination of unnecessary forms.

The review of unapproved forms in the EE Division disclosed that the purposes of these forms were served by certain standard forms in existence. This was reported to the Administrative Officer who agreed to the use of six standard forms and the elimination of the unapproved forms.

2. Current Assignments

	<u>Examiner</u>	<u>Project</u>	
25X1A9A	<input type="text"/>	(1) MS 6-44, Administrative Burden at Small Stations.	
		(2) MS 6-32, Follow-up on National Agency Name Check Project	
		(3) MS-888, OC, Supplemental Programs Division T/O, <input type="text"/>	25X1
25X1A9A	<input type="text"/>	(4) MS 6-42, CS Information Reports Distribution Analysis and Procedures.	1
		(5) Staff Agent Employee Study	
		(6) MS 6-34, DD/P Reports Management Program.	
		(7) MS-915, WE, Transfer of Position from <input type="text"/> Station to <input type="text"/> Station.	25X1A6A 25X1A6A
		(8) MS-911, FE, Transfer Ceiling and Position from FE to EE, Two Positions.	
		(9) MS-912, FE, Transfer of Ceiling and Positions from FE to WE, Four Positions.	
25X9A2		(10) MS-913, Consolidation of <input type="text"/> Positions.	25X1
25X1A9A	<input type="text"/>	(11) MS 5-38, T/O System Analysis, Manpower Control.	1
		(12) MS-914, RI, Three Position Changes, Foreign National Records Training Officers	
25X1A9A	<input type="text"/>	(13) MS 6-30, DD/P Forms Program	
		(14) MS 6-46, DD/P Business Machines Facilities	

25X1A9A

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